



Instructions for Completing the HR Oracle Employee Data Administration Access Request

Access to the HR Employee Data Administration application is based on either the User's Supervisor hierarchy in Oracle or a combination of Organization and Person Type. **Section A** below provides instructions for setting up access that is based on the Supervisor hierarchy. **Section B** below provides instructions for setting up access that is based on a combination of Organization and Person Type.

Section A: Access by Supervisor Role

A "Yes" in the **Supervisor** box means that your access is based on the Supervisor hierarchy in Oracle. This grants you access to view all of the data in the HR Employee Data Administration application for everyone who reports directly to you, as well as all data belonging to your indirect reports (i.e., everyone who reports to YOUR direct reports).

NOTE: If you select "Yes" in the blue box, you do not need to enter any other information in the ACCESS section of the form.

Section B: Access by Organization / Person Type

If you are not using the Supervisor hierarchy, ignore the **Supervisor** box and go directly to Section B.

Person Type: Put a "Yes" in the box for the Person Type(s) you need to access.

NOTE: If you select Student and/or Student-Employee, you will see all Students and all Student-Employees, regardless of their organization. If you select Staff you must identify the organization(s) you need to access.

Organization: You will be able to view the **STAFF** information for the Oracle organization name you identify in this field. If you are requesting access to staff in more than one organization, such as Dining Services and Institute Housing, you will need to complete a box for each organization name you need to access.

If an individual within the organization needs to be blocked from or added to the list of people requested in the Access Request, please contact Sandy Karhu in HR (x3766).

NOTE: You must also have a current confidentiality agreement on file in Human Resources prior to gaining full access.



HR Oracle Employee Data Administration Access Request

Mail a hard copy of the completed form to Human Resources, MC 169-84; attention to Sandy Karhu

Add Change Delete Employee Temporary Student Consultant Other

TO BE EFFECTIVE: Beginning Date: _____ Ending Date: _____

USER INFORMATION:

Name: Last: _____ First: _____ Middle: _____

Mail Code: _____ Email: _____ UID#: _____ Work Phone (Ext): _____

Department: _____ Supervisor: _____ Supv Phone (Ext): _____

ACCESS TYPE:

Section A

Supervisor

NOTE: Selecting Supervisor will allow you access to all employees who report to you and your indirect reports. There is no need to identify staff or an organization.

Section B

Student

Student - Employee

NOTE: Selecting Student or Student-Employee will allow access to all records. There is no need to identify an organization.

Staff

NOTE: If you select Staff you also need to identify the organizations you need to access. Attach additional sheets as needed.

Organization Name

Organization Name

Organization Name

Organization Name

Organization Name

Organization Name

NOTE: Your request must be signed by your Organizational Approver. For the name of your Approver, see the Organizational Approver List at: http://www.imss.caltech.edu/cms.php?op=wiki&wiki_op=view&id=427.

Signed: _____
Organizational Approver

Dated: _____

Signed: _____
Sandy Karhu, Human Resources

Dated: _____